

14PCO
CRIB
ACAP
NFMH

01-RIN-00517-01

FREEDOM OF INFORMATION ACT (FOIA) GUIDE AND PROGRAM CHECKLIST

FOIA request is a written request for records held or believed to be held by EPA. The request need not specifically refer to the FOIA. The Act requires that agencies provide records unless they are exempt from disclosure.

FOIA OFFICE (OEP)

FOIA requests are date-stamped and logged into the FOIMATS database by the FOIA Coordinator, OEP. The FOIMATS database assigns a control number (Request Identification Number (RIN)) and generates a control slip. Copies of the request are hand-carried to appropriate programs/offices. Upon receipt of records and backup material from the programs/offices, the FOIA Coordinator prepares an appropriate response letter for signature by the FOIA Officer. FOIA Officer signs all responses except denials.

PROGRAM RESPONSIBILITY

Understand what the writer is asking for. If not, call the requestor for clarification. Scope of the request can often be narrowed.) If fees for processing request exceed \$25.00 and requestor has not indicated in letter willingness to pay up to a specified amount, call requestor advising of estimated fees for processing request and obtain agreement to reimburse the Agency.

Document all actions for processing request. Complete the Program Checklist (below) before submittal to the FOIA Coordinator. Assure that ALL portions of request which your program/office is responsible for have been responded to. When the records responsive to the request are prepared and Program Checklist completed, send to FOIA Coordinator with any details that should be known for preparation of response letter. **INCLUDE THE CONTROL SLIP** when submitting to the FOIA Coordinator, OEP. The FOIA control number (RIN) is the only means of identification and tracking.

Effective October 1, 1998, it is the program's/office's responsibility to provide information for compilation of administrative costs with each FOIA request. This information is entered into the FOIMATS database by the FOIA Coordinator, OEP. The information will be retrieved by headquarters annually and included in the Annual Report to Congress.

PROGRAM CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION TO OEP FOR RESPONSE LETTER/MAILING/OFFICIAL FOIA FILE RETENTION

	Yes	Date	No	N/A
Program has responsive records.....	✓	7/11	—	—
Index of records released and/or denied.....	—	—	✓	—
Counsel consulted re releasability of records.....	—	—	✓	—
Exemption cited for records denied 5 U.S.C. 552(b).....	—	—	—	✓
Copy(ies) of record(s) initially denied in program's files OR submitted to FOIA Coordinator (in FOIA files in case of appeal by requestor).....	—	—	—	✓



R00183205

RCRA RECORDS CENTER

	Yes	Date	No	N/A
Business confidentiality determination applicable.....				<input checked="" type="checkbox"/>
Program notified third party by letter from Division Director of opportunity to substantiate business confidentiality claim.....				<input checked="" type="checkbox"/>
Extension of "due date" requested citing 40 CFR 2.112(e).....				<input checked="" type="checkbox"/>

___(1) The need to search for and collect the requested records from offices that are physically distant from this office

___(2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distant records involved in your request

___(3) The need for consultation, which shall be conducted with all practicable speed, with another agency or EPA office having a substantial subject-matter interest in your request

Requestor advised of charges and agreed to payment..... ☒

Cost of processing request: Record Search, 5 hr(s) @ 10.00 per ½ hr.; Record Review .25 hr(s) @ 10.00 per ½ hr.; copying 2 Pages @ \$.15 per page; actual cost to EPA (computer time, diskettes, maps, photos, etc.) _____.

Date of transmittal of records/information to OEP 7/11

Person(s) responsible for gathering records/information (contact for response letter):

AISA Haugen ARTD/RESP (913) 551-7877

Division Director (or designee) concurrence/signature A. Haugen

****EFFECTIVE 10/1/98 ADMINISTRATIVE COSTS TO BE ENTERED INTO FOIMATS BY FOIA COORDINATOR, OEP, FOR INCLUSION IN ANNUAL REPORT TO CONGRESS****

IN COMPLIANCE WITH E-FOIA, ALL PERSONS WHO WORK IN ANY CAPACITY ON A REQUEST WITHIN EPA ARE REQUIRED TO PROVIDE THE TIME SPENT AND HOURLY RATE (PER HOUR SALARY) FOR ADMINISTRATIVE COSTS.

TOTAL HOURS: <u>.5</u>	HOURLY RATE: ^{29.30} <u>14.65</u>	TOTAL COST: <u>7.32</u>
TOTAL HOURS: <u>.25</u>	HOURLY RATE: <u>14.32</u>	TOTAL COST: <u>3.58</u>
TOTAL HOURS: _____	HOURLY RATE: _____	TOTAL COST: _____
TOTAL HOURS: _____	HOURLY RATE: _____	TOTAL COST: _____
TOTAL HOURS: _____	HOURLY RATE: _____	TOTAL COST: _____
TOTAL HOURS: _____	HOURLY RATE: _____	TOTAL COST: _____

Freedom of Information Act Request

07-RIN-00517-01

Requestor: LISA E. HOSEY Request Date: 05/22/2001
Company: NPN Date Received: 05/24/2001
ENVIRONMENTAL
Fee Category: COMMERCIAL Acknowledged: 05/24/2001

Subject: MILLENIUM CENTER, 515 OLIVE STREET, ST. LOUIS, MO
63101 (CONTRACT C-01104)

Lead Office: 07-OEP

Assigned to: 07-APCO, 07-CRIB, 07-DWGW, 07-ER&R, 07-NFMB, 07-OEP,
07-RCAP, 07-SUPR

Original Due Date: 06/22/2001 New Due Date:

Track: BASIC Fee Waiver Requested: NO

FIS Initials: EN

SPECIAL INSTRUCTIONS:
PROGRAMS PROVIDE INPUT, OEP
SIGNATURE

FOIAS ARE HAND-CARRIED TO
DIVISION/BRANCH/OFFICE ON DATE
RECEIVED. FOIAS ARE DUE TO
REQUESTOR 20 WORKING DAYS FROM
DATE RECEIVED.

REC'D BY: _____

DATE _____

25 MAY 2001
Tri-Cor Ind Inc
SBritt

29 MAY 2001
ACD



May 22, 2001
Contract C-01104

Regional Freedom of Information Officer
U.S. EPA, Region VII
901 North 5th Street
Kansas City, MO 66101-2907

07-RIN-00517-01

RE: Phase I ESA
Millenium Center
515 Olive Street
St. Louis, MO 63101

MOD981717812

APCO
CAIB
RCAP
NFMB
DWGW
SUPR
ER+R
OEP

FOIA Officer:

This letter is in regard to Freedom of Information Act request concerning violations of environmental laws in all divisions of State and any general information (i.e., air quality, surface water, groundwater, USTs, hazardous materials, etc.) with respect to the following property and surrounding properties:

Millenium Center
515 Olive Street
St. Louis, MO (63101)

Any information you may have on this site would be appreciated. If you have any questions, please contact me at 636-343-1300. Thank you.

Sincerely,

Lisa Hosey

Lisa E. Hosey R.G.
Environmental Geologist

rlt

RECEIVED

MAY 24 2001

EPA-RGAD-OEP-FOIA
REGION VII